

ROLE OF THE YEAR ADVISER

- The Year Adviser is a key person in the welfare structure. They have the primary function of ensuring a student's academic and social progress and liaise with a student's teachers over any matters causing concerns. They are the student's first place to go for support and a parent's contact for information and advice.
- Monitoring Register of Individual Student Contact (RISC), the database accessed by all staff that records information on behaviour and progress on a daily basis, and alerting Deputy Principal and Counsellor of the need for intervention.
- The development of individual student welfare plans involving the co-ordination of appropriate support staff and class teachers to implement agreed strategies; the monitoring and evaluation of these.
- Monitoring RISC and alerting Deputy Principal and Counsellor of the need for intervention.
- Monitoring of whole day attendance, and the initiation of follow-up contact with parents where appropriate.
- Confirmation of fractional trancies.
- Monitoring of reports, the organization of follow-up letters and interviews for unsatisfactory students.
- A central role in developing Campus policy, such as welfare, merit schemes.
- Regular contact with mentors.
- Participation in 'N' Award process.